

CONFIDENTIAL

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

FROM : Chief, Management Training Faculty

SUBJECT: Weekly Activities Report
22 - 28 October 1958

DATE: 29 October 1958

Basic Supervision

1. Basic Supervision #44 began on 27 October with 14 students enrolled. One student withdrew on the third day. This course is the presentation geared to the particular problems and needs of the senior analyst or technician, much of whose responsibility is substantive and whose supervisory responsibility may be spasmodic and indirect. The grade requirements of this course are GS 12-14. The components of the Agency are represented in this way: DD/I, 7; DD/S, 2; and DD/P, 4.

Management (Special)

1. Management (Special) for DDP/SR began on 27 October in J Bldg. Dr. [] are conducting the class.

2. Mr. [] discussed with Mr. [] the problem of insuring that the Registrar is notified when Management (Special) is scheduled for a particular Agency component.

General

1. The joint report of the participants at the Chicago Program during August has been completed and forwarded.

Document No. 093 X

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 13 March 1978 By []

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